



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177

IMEU-ANS-MWR

01 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Morale, Welfare, and Recreation (MWR) Program and Facility Patronage Requirements, Policy Letter #11

1. REFERENCES.

a. Army Regulation 215-1, Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities, 15 August 2005.

b. USAREUR Regulation 1-3, International Agreements and Third Party Agreements, November 1994 (DRAFT).

c. USAREUR Agreements Handbook.

2. PURPOSE: This policy provides guidance for MWR program and facility use by authorized patrons and others who want to participate in programs and activities offered in the USAG Ansbach. Additionally, this guidance provides information on fees and joint use agreements.

3. SCOPE: This policy is applicable to:

a. All MWR facilities and programs.

b. Those who want to use MWR facilities.

c. Those who want to enter into joint use agreements with MWR and the USAG Ansbach.

4. INTERNAL CONTROLS: The Directorate of Morale, Welfare, and Recreation (DMWR) is responsible for policy implementation at the program level and will conduct monitoring for compliance.

5. PATRONAGE:

a. Scope and Eligibility. A list of MWR programs and their program category can be found in AR 215-1, Figure 4-1. MWR patron eligibility can be found in AR 215-1, Table 6-1.

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b. Patron Requirements.

(1) MWR programs are established primarily for active duty (AD) military personnel, reserve personnel on AD, retirees, Department of Defense (DOD) civilians and their families.

(2) If space is limited, AD military personnel have first priority for use and/or participation, as do their family members and guests.

(3) All others have equal priority, after first priority patrons, on a first come, first served basis.

(4) The USAG Commander or a designee will authorize reserve personnel use of physical fitness facilities for fitness purposes when they are not on annual training. These personnel should seek this approval through DMWR.

(5) Other individuals may be given limited access under the following terms and conditions:

(a) Persons using outdoor recreation facilities and activities under terms of established joint use agreements as coordinated under the provisions of USAREUR Regulation 1-3.

(b) Participation in or spectators at music and theater productions, sporting events, special events (e.g., Volksfests) and other MWR activities open to the local community to foster public relations and enhance participation.

(6) Authorized private organizations (PO) may participate in MWR special events as outlined in Army Regulations and corresponding USAREUR instructions. Use of facilities and program participation by PO members or potential members is not permitted unless they qualify as authorized patrons.

(7) The Commander may authorize use to individuals who have distinguished themselves in direct association with or in support of the Army. The Commander will designate these individuals in writing. MWR will maintain a consolidated list of names of individuals given usage authorization. This list must be validated annually.

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c. Guests.

(1) Bona fide guests are individuals who are not authorized logistical support and may be relatives or non-relatives of authorized users.

(2) Authorized patrons must accompany their guests at all times, with the exception of lavatory use.

(3) Guests may participate in MWR activities, purchase incidental items, and consume food and beverages on the premises.

(4) Guests may not purchase resale items. Only ID card holders may purchase resale items.

(5) There is no limit to the number of guests per authorized patron, nor is there a limit to the number of times a guest may accompany an authorized user to a program or facility. This does not supersede installation access policy for non-ID card holders.

(6) MWR employees who are on duty may not sponsor Guests. MWR employees must wait until they are no longer on duty before their guest(s) may enter a facility or participate in an activity.

d. With concurrence from the USAG Commander, MWR is authorized to suspend, terminate, or deny services for, but not limited to, any of the following reasons:

(1) Use of MWR facilities to make or repair items for personal gain.

(2) Distributing merchandise purchased at an MWR activity to unauthorized patrons, whether or not for profit. This excludes those items intended as gifts.

(3) Profiting from the use of MWR merchandise or services.

(4) Larceny of merchandise or property.

(5) Failure to make required payment for activities and/or programs, to include presenting bad checks intentionally or repeatedly and failing to make restitution.

6. FEES AND CHARGES.

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a. MWR will set prices, user fees, and charges to meet cash management goals for sustainment of its program operation, to cover capital requirements and overhead expenses, and to satisfy budget requirements for support of the total community and Department of the Army One Fund MWR programs.

b. MWR will establish prices, user fees, and charges in accordance with published standards, program guidance, budget requirements and long-term goals, and regulatory and mandated rates.

c. Special prices and privileges are not authorized for functions designated as "command sponsored." No person or group of people will receive special prices or privileges that are not available to all patrons. The following exceptions are authorized discounts if they are offered consistently and are equitable:

(1) Lower prices for junior enlisted personnel.

(2) Promotional discounts when tailored to various major target groups such as single soldiers, retirees, family nights, and birthdays, provided other groups are provided the same opportunity when requested.

d. For all functions where MWR is asked to provide goods and services, regardless of location, MWR and the requesting activity, agency, or individual will enter into a party contract that is binding once signed. MWR will charge 10% of the estimated cost of the function or cost of goods/services provided which ever is greater, to requesters who cancel a party contract. Party contract requirements are addressed under separate guidance.

7. JOINT USE AGREEMENTS.

a. USAREUR and third parties enter into a joint use agreement for use of accommodations, installations, or facilities on a reimbursable or non-reimbursable basis. Examples include joint use of airfields, golf courses, racetracks, roads, fields, etc.

b. A joint use agreement is required for one time events such as non-US sponsored air shows, golf tournaments, car shows, etc., for use of accommodations, installations, facilities and/or equipment, or other support provided by USAREUR.

c. If required, the third party will reimburse the appropriate fund, i.e., appropriated or nonappropriated.

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d. It takes approximately six months to finalize a joint use agreement. The USAG Commander is not authorized to offer interim agreements while waiting for USAREUR to negotiate the agreement.

e. Agreement administration is conducted at the local level in coordination with all appropriate agencies, e.g., Directorate of Resource Management, Directorate of Public Works, etc.

f. Requesting joint use.

(1) Non-US parties must submit their requests through host nation channels. In Germany specifically, the requestor submits the request to the appropriate Federal Assets Office (Bundesvermoegensamt).

(2) The Federal Assets Office sends the request to the Superior Finance Directorate (Oberfinanzdirektion) who submits a draft agreement to USAREUR.

(3) If it is determined that it is more appropriate for the local community to submit the request, responsibility for submitting the request rests with the owner of the site proposed for joint use (e.g., lake, range, etc.).

8. The POC for this policy letter is the Directorate of Morale, Welfare, and Recreation, DSN 468-1550.



JOHN G. REILLY
LTC, SF
Commanding

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